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29 January 1969

MEMORANDUM FOR: Director of Logistics

SUBJECT : Information Processing Coordination

REFERENCE : DD/S 68-4723 dated 7 October 1968, same subject

1. This memorandum is my response to a request from the Chief, Planning Staff, Office of Logistics.

2. As you know, the DD/S and the DDS&T agreed to join the Management Support Division of the Office of Computer Services with the Information Processing Branch of the Support Services Staff to form a Task Force responsible for the operation and maintenance of on-going support information processing systems as well as the programming and implementation of new systems under development as a part of the so-called SIPS project. The Chief of MSD/OCS is the Task Force Director and he reports directly to the Assistant Deputy Director for Support. One of the purposes for forming the Task Force was to bring under one management all of the resources in OCS and SSS which are devoted to supporting information processing requirements of the Support Directorate. Single management is desirable in order that available resources can be allocated among competing requirements in such a way that overall directorate interests are served best.

3. The Information Processing Coordinator for the Support Directorate continues to be responsible for keeping the Deputy Director for Support fully informed of all information processing activities in the directorate as described in reference memorandum. He is also responsible for reviewing all proposals for the development of new or the substantial modification of on-going information processing systems.

4. Support for the EPIC system furnished by the Office of Computer Services is the responsibility of the Management Support Division, now a part of the SIPS Task Force. Consequently requests for modifications or changes to the EPIC system come into direct competition for the available resources with other applications in the Support Directorate, including the SIPS project, and must be reviewed in those terms. Proposals for changing the method of furnishing computer support to the EPIC project should also be reviewed by the Information Processing Coordinator as Staff officer to the Deputy Director for Support.

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5. The purpose of this review is: to ensure that DDS is currently informed of significant developments and pending actions; to ensure that documentation is as complete as possible and will support management decision when required, and to assist in preparation of adequate documentation when indicated; to ensure that a composite of the information processing plans and programs of the Support Directorate is kept current; to enable the Information Processing Coordinator to make reasonable recommendations to the DDS pertaining to management implications and priorities of specific proposals; and to permit the Information Processing Coordinator to represent the Support Directorate adequately at the Agency level.

6. Practically speaking, it should not be necessary to terminate, or even interrupt, the dialogue and working arrangements which exist between the Printing Services Division and the Office of Computer Services. We are not interested in creating bureaucratic impediments. We are interested in serving the purposes listed in paragraph 4 above as simply and directly as possible without unduly disrupting the normal conduct of business. Information copies of correspondence and some reasonable way of communicating significant results of meetings should suffice for the most part. Program plans, new developments, proposals for significant changes in any part of the system, and any action that may have an impact on the work load in OCS, upward or downward, should be coordinated with the IPC ahead of time.

7. Obviously it is desirable that we maintain as much flexibility as possible in serving these objectives. I expect that further clarification will come as we work together with these problems.



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Chief, Support Services Staff
Support Information Processing
Coordinator

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